

SRAPPA is sponsoring a four-day Supervisor's Toolkit training session at the University of Richmond, Richmond, VA from October 10th – October 13th, 2023.

Tuition and Other Costs

Tuition is \$499 per person.

Travel, hotel, per diem, etc. are not covered by the registration fee.

Checks and credit cards will be accepted. Credit card payment through APPA website.

Please send checks made out to SRAPPA to c/o Dave Maharrey, 4463 Oktoc Road, Starkville, MS 39759

dave.maharrey@live.com

Registration

Registration through APPA website: [click for link](#), July 24, 2023 through September 13, 2023.

Class will be limited to the first 40 registrations, so register early!

Help with registration: Billie Zidek at Billie@appa.org

Refunds

Full cost refund: cancellation received on or prior to September 1st, 2023.

Refund less 25% admin fee: cancellation received after September 1st, 2023, but before September 18th, 2023.

No Refunds: for cancellation received on or after September 18th, 2023.

Travel & Location

Classes will be held at the Heilman Center, Richmond Room, located on the University of Richmond campus: 410 Westhampton Way, University of Richmond, VA 23173.

Lodging recommendations: <https://www.richmond.edu/visit/accommodations.html>

How to schedule future Supervisor's Toolkit on your campus

Any questions regarding SRAPPA Supervisor's Toolkit offerings, please contact Victor Panchuk

victorpanchuk@westminster.net

(404) 788-2465

Supervisor's Toolkit Schedule

Tuesday		Wednesday	
8:00 - 10:00 a.m.	Module 1: Intro - Organizing Fact or Fiction Exercise	Module 3: You as the Sender - Words & Meaning	
10:00 - 10:15 a.m.	Break	Break	
10:15 - 12:00 p.m.	Module 1: Decision Making - Tool Time	Module 3: Designing the Message - Email	
12:00 - 12:30 p.m.	Lunch	Lunch	
12:30 - 2:30 p.m.	Module 2: Intro - You Were There	Module 3: You as the Receiver - Managing Up	
2:30 - 2:45 p.m.	Break	Break	
2:45 - 5:00 p.m.	Module 2: Safety - Why Bother	Module 4: Supervisor Tips - Diversity Wheel	
Thursday		Friday	
8:00 - 10:00 a.m.	Module 4: Diversity/Inclusion - Tool Time	Module 6: Intro - What's Your Role	
10:00 - 10:15 a.m.	Break	Break	
10:15 - 12:00 p.m.	Module 5: Intro - Possible Rewards Discussion	Module 6: Leadership - Leadership is More than Management	
12:00 - 12:30 p.m.	Lunch	Lunch	
12:30 - 2:30 p.m.	Module 5: Training Employees - Performance vs Habits	Module 7: Leadership Types - Tool Time	
2:30 - 2:45 p.m.	Break	Break	
2:45 - 5:00 p.m.	Module 5: The Practical Coach - Tool Time	Module 7: Mapping Leadership Exercise - Graduation	